



Employment Opportunity

IMMEDIATE OPENING

JOB TITLE: *Marketing Coordinator*

Part-time, 20 hrs/wk – flexible daytime schedule

POSTING DATE: January 22, 2014

POSITION SUMMARY:

The Marketing Coordinator is responsible for coordinating, implementing and updating the Marketing Plan (and correlating budget) of the West Michigan Glass Art Center (WMGAC).

The Coordinator keeps our website up-to-date, creates/distributes marketing materials and represents the Glass Art Center to the public: giving tours of the Glass Art Center, handling occasional sales in our Gallery, working with the Arts Council of Greater Kalamazoo and Discover Kalamazoo, etc. The Coordinator is part of a small staff of front-office personnel who run the business end of the WMGAC.

ABOUT THE ORGANIZATION:

The WMGAC is a nonprofit, public access, Glass Art Center, located on the 1st floor of the historic Park Trades Center, downtown Kalamazoo, Michigan. Our mission is to *teach, create and promote glass art and artists*. Find out more at www.wmglass.org

SKILLS & ABILITIES:

Required Skills:

1. Strong knowledge of web design principles for internet management system. We use DotNetNuke (DNN). Knowledge of HTML language required.
2. Strong graphic design skills desired in creating graphics, sizing photographs and understanding layout.
3. Copywriting skills required to prepare press releases, ads and brochures.
4. Experience in computer programs such as Photoshop, CorelDRAW, InDesign, MS Publisher & Office, Adobe Illustrator, etc.
6. Manage social media outreach via Twitter and Facebook.

7. Ability and desire to photograph events, artwork and activities.
8. A passion for art and an eye for great design
9. A sense of humor and ability to work as a team member

Desired Abilities:

- Interest in working within a nonprofit arts organization
- Public Speaking
- Finds joy in working with the public
- A glass artist is a plus, but not required

Application Instructions:

Mail, email or hand-deliver a cover letter and resume *which outlines how our required skills and abilities match the position requirements* to:

Executive Director
West Michigan Glass Art Center
326 W. Kalamazoo Ave., Suite 100
Kalamazoo MI 49007
info@wmglass.org

SUBMISSION DEADLINE: Friday, January 31, 2014; 3:30pm